

Alabama State Department of Education
Business/Industry Certification:
CTE Programs that Provide
21st Century Skills

Presenter: Randy Swann, Education Administrator

June 11, 2013

Purpose:

To establish and maintain a quality-oriented accountability system for improvement and enhancement of ALL CTE programs in Alabama

- Instruction
- Resources
- Equipment
- Facilities

Standards:

- National Certifications
 - NATEF
 - GAERF
 - NCCER
 - NIMS
 - NAF
- Business/Industry Certification (BIC)

ISO 9001:2008 Certifies that the BIC Process:

- Demonstrates effective implementation of BIC documentation and records management
- Ensures commitment to management of career and technical programs
- Has established clear policies
- Conducts good planning and implementation
- Performs good resource management
- Has good efficient process control, measurement, and analysis

Program Review Team:

- Business/Industry Team Member
- Education Team Member (optional)
- Local Career and Technical Administrator
- SDE Team Member

BIC Review Document:

- Section 1 – *Instructional Staff*
- Section 2 – *Student Services and Staff Development*
- Section 3 – *Instruction*
- Section 4 – *Program Purpose*
- Section 5 – *Guidance*
- Section 6 – *Equipment and Facilities*
- Section 7 – *Cooperative Education*

Section 1

Reviewed by SDE Team Member as a desk audit two weeks prior to the scheduled onsite visit to verify:

- Valid teacher certification
- Appropriate industry credential
- Adequate planning time
- Enrollment
- Daily schedule

Section 2

Reviewed by the Local Career and Technical Administrator two weeks prior to the scheduled onsite visit to verify:

- Students' records are maintained and kept secured
- Safety assessments are utilized
- Students receive accommodations and/or modifications as needed
- Teachers are receiving technical awareness

Section 3

Reviewed by the Local Career and Technical Administrator two weeks prior to the scheduled onsite visit or by the Education Team Member on the day of the onsite visit to evaluate:

- Syllabus
- Lesson plans

Section 4

Reviewed by the BIC Review Team (all members) on the day of the onsite visit to verify:

- Documentation of experiential learning
- Student organizations are an integral part of CTE program
- Program has an active advisory committee
- Annual program budget has been prepared

Section 5

Interview of counselor is conducted by the BIC Review Team on the day of the onsite visit to verify:

- How career assessments are conducted and used
- Appropriate student placement or course selection
- Provisions are made for economically disadvantaged and students with disabilities
- How non-traditional students are recruited

Section 6

Observation of facilities is conducted by the BIC Review Team on the day of the onsite visit to verify:

- Supplemental materials are available and appropriate
- Textbooks, technology, and supplies are available
- Adequate tools and equipment are available, well maintained, and safe
- Students/teachers are adhering to safety standards
- Facilities are safe and meet the requirements for delivering the *Alabama Course of Study: Career and Technical Education* content

Section 7

Reviewed by the Local Career and Technical Administrator two weeks prior to the scheduled onsite visit to verify :

- Appropriate student application, selection, and placement in Cooperative Education occurs
- *Training Agreement* is on file for each student
- Documentation of students' hours worked is maintained
- Students' earnings is documented
- *Individual Training Plan* is developed for each student
- Student visits are documented
- Evaluation of the student by the teacher and employer occurs

Alabama Department of Education
Career and Technical Education



Learning that works for Alabama

CTETM

Business/Industry Certified Program

BIC Documents

www.alsde.edu Alabama State Department of Education



Offices



Career and Technical Education



Business/Industry Certification (BIC)